



## University / Central Benefits Approver

### Forms and Reports

Form Name	Form#	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Plan Participant Report	BN230	No	Yes	Yes	Yes		Prints a report of the benefit plan participants. The report sorts by plan type, plan, and plan participant.
One Page Benefits Statement	BN242	No	Yes	Yes	Yes		Prints a report of benefits statements that estimates the total cost of an employee's benefits.
Employee Benefit Entry	BN31.2	No	Yes	No	No		Enroll an employee in benefit plans they are not currently enrolled in, i.e. new hires, change from one carrier within the plan type to another.
Employee Benefit Changes	BN32.1	No	Yes	Yes	No		Used to change or stop an employee's benefits.
Benefit Add - Subform	BN32.3	No	Yes	Yes	No		Adds a benefit for an employee. This subform displays the plan type and plan code of the benefit stopped.
Benefit Exception Report	BN325	No	Yes	Yes	Yes		A report of employees who have not selected benefits.
Beneficiaries Form	BN47.1	No	Yes	Yes	Yes		Used to assign beneficiaries for an employee's life insurance benefits.
Current Plan Participants	BN50.1	Yes	No	No	No		View employees who are currently enrolled in a benefit plan as of the system date.
Employee Benefit Summary	BN51.1	Yes	No	No	No		Form is used to view the plans in which an employee is enrolled on a particular date.
Employee Benefit Detail	BN51.2	Yes	No	No	No		View an employee's annual contribution and deductions for a benefit plan.
Plan Inquiry	BN52.1	Yes	No	No	No		View the benefit plans set up for the State of Arizona.
Cobra Participant	BN70.1	No	Yes	Yes	No		Used to track information about COBRA participants.
COBRA Benefit Entry	BN71.1	No	Yes	Yes	No		Use to enroll a COBRA participant in benefit plans. The form displays all plans for which the participant is eligible.
COBRA and Retiree Benefit Inquiry	BN77.1	Yes	No	No	No		Use to view the benefits in which a COBRA participant or retiree is enrolled.
Comments	BN90.1	No	Yes	Yes	No	Comments button on various forms, e.g., BN32.1	Type comments about the benefit plan or employee's benefit.
Employee Master	HR11.1	Yes	No	No	No		Employee Master file screen. Inquiry only.
Dependents Form	HR13.4	No	Yes	Yes	No		Used to track dependents covered under the employee's benefits. Also used to attach dependents to the COBRA plans.
Employee Status Code Listing	HR203	No	Yes	Yes	Yes		Employee Status code list
Employee - Only used in Company 7	XH11.1	No	Yes	Yes	No		This clone of HR11 is used for direct updates to the employee record in Company 7
Employee Dependent	XH13.1	No	Yes	Yes	No		Enter/maintain information regarding the employee's dependents who are to be covered by benefits, such as Date of Birth, Gender, etc.
Dependents Form	XH13.2	Yes	No	No	No		This form can be used to view a dependents enrollment in benefit plans.



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Web Pending DP App	ZB30.1	No	No	Yes	No		Used to approve or deny a pending dependent resulting form a SEA transaction.
Pay Stub Inquiry	PR51.1	Yes	No	No	No		View payment detail information.
Pay Stub Inquiry	PR51.2	Yes	No	No	No	Subform, access through PR51.1, click on more (if applicable)	Choose the More button to view the additional information.